



POSITION TITLE: **Data & Compliance Coordinator**

RESPONSIBLE TO: Grants Manager/CEO

JOB DESCRIPTION: The **Data & Compliance Coordinator** will report to the Grants Manager. They will collect internal data reports and ensure that all funding is used in accordance with grant requirements. They will work closely with program managers to compile and review internal and external data reports. They will be responsible for communicating with all funding sources to submit all required documentation. The Data & Compliance Coordinator will also work alongside the Grants Manager to provide data and assist in developing grant applications.

DUTIES AND RESPONSIBILITIES:

- Adhere to the Mission, Core Values, and Vision of Envision Community Services (ECS)
- Will faithfully and timely demonstrate excellent decision-making and problem-solving skills while executing plans resulting in retained and upgraded relationships.
- Collect, review, and submit all internal and external data reports from all ECS programs
- Maintain internal data collection spreadsheets and develop/implement new data collection methods as needed. Initiate, develop, and maintain relationships with funders and program staff to provide stewardship of grant funding, including but not limited to funder site visits.
- Actively engage and build strong partnerships with corporate and human services personnel and program officers.
- In performance with the Grants Manager, develop strategic plans to secure funding, identifying prospective grant opportunities and resources.
- Evaluate funders' guidelines and interests, analyzing relevant organizational needs with funders' criteria and information. In partnership with program and facilities staff, make recommendations regarding pursuing opportunities.
- Assist in writing grant proposals unique to funders' needs while maintaining files and other information (e.g., legal documents) common to all proposals.
- Maintain complete electronic and hard-copy files on all grants and supporting documentation.
- Research corporate, private, and competitive government grant opportunities using appropriate research databases and online search tools.
- Provide support to the Development and Marketing Department during special events as needed.
- Participate in various city, state, and community-based agency events to enhance the visibility of Envision and increase awareness of its programs.
- Assist with Board of Directors' Resource Development Committee activities and meetings as needed
- Engages in all ECS fundraising efforts as required (i.e. annual gala working event)
- Performs internal and external audits as necessary
- Provide backup for gift entry, donor tracking, grant gift acknowledgment, and related financial reports.
- Other duties as assigned by ECS



Key Points of a Data & Compliance Coordinator

Management: Work with Program Managers to develop and implement any new data collection methods as needed. Work with Leadership team to monitor and evaluate grant compliance needs.

Data Collection: Collect, review, and submit final internal and external data reports from all ECS programs.

Proposal Writing: Assist Grants Manager to maintain a schedule of grant application deadlines, incorporate data into grant applications, and write grant proposals. Work with staff to obtain all necessary information and materials for submissions.

Prospect Research: Research foundations, corporations, and government giving programs to determine the appropriateness of each prospect; attend webinars and information sessions about upcoming opportunities as appropriate; work with the Grants Manager and CEO to establish customized outreach, cultivation, solicitation, and stewardship strategies.

Donor and Grant Tracking and Record Keeping: Record grant awards in CRM systems and draft and send grant-related acknowledgement materials. Steward all grants through project completion, including notifying staff of grant awards and the grant requirements, including outcomes and evaluation strategies. Assist Grants Manager in maintaining accurate records of grants applied for, awarded, and declined. Update funders on relevant changes to the programs they fund (including staffing changes, programmatic shifts, and large anticipated budget variances).

Writing and Editing: Support the work of the entire External Affairs Department by providing written materials for use in individual fundraising, events, etc. Provide copy-editing support on a wide variety of communications from the department.

QUALIFICATION REQUIREMENTS & PREFERENCES

- Data/Compliance experience, preferably a nonprofit organization, is required
- Bachelor's degree and/or related professional work experience is preferred.
- Proficiency in MS Office suite, specifically Word and Excel
- Proficiency in Google Workspace
- Internet proficiency for online research and submission of necessary filings
- Willingness to learn new software/applications and ability to extract data from various online platforms
- Must be a professional, cooperative team player and a proven self-starter
- Excellent organizational skills and detail-oriented
- Strong analytical and problem-solving skills
- Exemplary interpersonal and leadership skills
- Courteous communication skills; positive & spiritual demeanor
- Comfort with public speaking is a plus
- Must have own vehicle and automobile insurance



REQUIRED SCREENINGS/CHECKS:

- 1) Drug screen
- 2) CANTS Check
- 3) Background Check
- 4) Fingerprinting
- 5) Driver's Record
- 6) Health Check
- 7) Non-Disclosure Agreement Form

SALARY/BENEFITS:

- Health benefits available for FTE
- Based on experience (base salary is \$20/hour)

OTHER:

- ECS is an "At-Will" employer and reserves its rights to practice as such.